

Cookie Policy

How ICPS College uses cookies and similar tracking technologies on its website, online learning platforms and student portals

The Institute for Counselling & Psychotherapy Studies *ICPS College, Dublin*

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DUBLIN • IRELAND



Welcome to Our Cookie Policy

Welcome to the official Cookie Policy of ICPS College (“we,” “us,” “our,” or “the College”). This Cookie Policy explains how ICPS College uses cookies and similar tracking technologies on our website, online learning platforms, student portals, and any other digital services we provide (collectively referred to as “the Website”). This policy is designed to help you understand what cookies are, how we use them, the types of cookies we deploy, the choices available to you regarding their use, and the legal framework that governs our practices.

ICPS College is committed to protecting the privacy and personal data of all visitors to our Website, including current students, prospective students, alumni, faculty, staff, parents, and members of the general public. We recognise that transparency is fundamental to building trust, and as such, we have prepared this Cookie Policy in plain language to ensure that all users can make informed decisions about their interaction with our digital services. This policy should be read in conjunction with our Privacy Policy and Terms of Use, which together form the framework that governs your use of our Website.

The use of cookies is regulated by various pieces of legislation, including the General Data Protection Regulation (GDPR), the ePrivacy Directive (also known as the “Cookie Law”), and applicable national legislation in the jurisdictions where we operate. By continuing to use our Website, you acknowledge that you have read and understood this Cookie Policy. Where required by law, we will obtain your explicit consent before placing non-essential cookies on your device.



Understanding Cookies

Cookies are small text files that are placed on your computer, smartphone, tablet, or other internet-enabled device when you visit a website. These files contain information that allows the website to recognise your device and remember certain details about your visit, such as your preferred language, login status, or items in a shopping cart. Cookies serve a wide range of purposes, from enabling essential website functionality to providing personalised content and advertisements.



First-Party vs Third-Party Cookies

There are two primary categories of cookies based on their origin: first-party cookies and third-party cookies. First-party cookies are set directly by the website you are visiting (in this case, ICPS College), while third-party cookies are set by external services or domains that are integrated into our Website, such as analytics providers, social media platforms, or advertising networks. Both types serve important functions, but they differ significantly in terms of who controls the data they collect and how that data is used.

Session vs Persistent Cookies

Cookies can also be classified by their lifespan. Session cookies are temporary files that are automatically deleted from your device when you close your web browser. These cookies are typically used to maintain your session as you navigate between pages on our Website. Persistent cookies, on the other hand, remain on your device for a predetermined period or until you manually delete them. These cookies are used to remember your preferences and recognise you on subsequent visits.

Other Tracking Technologies



In addition to traditional cookies, we may also use other tracking technologies that function similarly to cookies. These include web beacons (also known as pixel tags or clear GIFs), local storage, session storage, and software development kits (SDKs) in mobile applications. For the purposes of this policy, references to “cookies” should be understood to include all such similar technologies unless otherwise specified.



The Purposes of Our Cookies

ICPS College uses cookies for a variety of legitimate purposes that enhance the functionality, security, and overall user experience of our Website. As an educational institution, we have a responsibility to provide our students, staff, and visitors with a digital environment that is both effective and respectful of their privacy. Cookies play a crucial role in helping us achieve this balance.

First and foremost, cookies enable the basic operation of our Website. Without certain essential cookies, key features such as logging into the student portal, accessing online learning materials, submitting assignments, and completing online forms would not function properly. These cookies are technically necessary and are deployed automatically when you access our Website. Beyond essential functionality, we use cookies to remember your preferences, such as language settings, accessibility options, and display preferences, ensuring that your experience is consistent and personalised across visits.

Cookies also allow us to gather valuable insights into how our Website is used. By analysing aggregated and anonymised data about user behaviour, we can identify which pages are most popular, where users encounter difficulties, and how we can improve the overall design and content of our digital services. This information is invaluable in helping us continuously enhance the educational resources and support services we offer to our community. Additionally, cookies help us maintain the security of our Website by detecting and preventing fraudulent activities, unauthorised access, and other malicious behaviour.



Cookie Categories We Deploy

ICPS College uses several different types of cookies on our Website, each serving a specific purpose. Understanding these categories will help you make informed decisions about which cookies you wish to accept or reject.

Strictly Necessary Cookies

These are essential for the operation of our Website and cannot be disabled in our systems. They are usually only set in response to actions you take, such as logging in, filling out forms, or setting privacy preferences. Without these cookies, certain services you have requested cannot be provided. Examples include authentication cookies that keep you logged in to the student portal, session cookies that maintain your activity across pages, and cookies that remember your cookie consent preferences.

Performance & Analytics Cookies

These allow us to count visits and traffic sources so we can measure and improve the performance of our Website. They help us understand which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous. We use third-party analytics providers, including Google Analytics and similar services, to process this data on our behalf.

Functional Cookies

These enable enhanced functionality and personalisation, such as remembering your preferred language, region, or accessibility settings. These cookies may be set by us or by third-party providers whose services we have added to our pages. If you do not allow these cookies, some or all of these services may not function properly.



Targeting & Advertising Cookies

These may be set through our Website by our advertising partners to build a profile of your interests and show you relevant content on other sites. They do not store directly personal information but are based on uniquely identifying your browser and internet device.

Third-Party Cookies and Integrations

In addition to the cookies set by ICPS College directly, our Website incorporates content and functionality from a variety of third-party providers. These providers may set their own cookies on your device when you visit our Website, and the data they collect is governed by their respective privacy policies. We carefully select our third-party partners to ensure they meet appropriate standards of data protection and security, but we do not have direct control over the cookies they set or the data they collect.

Common third-party services used on our Website include analytics platforms such as Google Analytics, which helps us understand how visitors interact with our content; social media plugins from platforms such as Facebook, Twitter, LinkedIn, and Instagram, which allow you to share our content and connect with us on social networks; video hosting services such as YouTube and Vimeo, which embed educational videos and promotional content; and content delivery networks (CDNs) that ensure our Website loads quickly and reliably for users around the world.

We also use third-party tools to facilitate online learning and student services. These may include learning management systems, video conferencing platforms, online assessment tools, and customer relationship management (CRM) systems. Each of these services has its own cookie practices, which are detailed in their respective privacy policies. We encourage you to review the privacy and cookie policies of any third-party services you interact with through our Website.

When you use third-party services embedded in our Website, you are also subject to the terms and conditions of those providers. ICPS College accepts no responsibility for the cookie practices or data handling of third-party services beyond ensuring that we have appropriate contractual safeguards in

place.

Legal Framework for Our Use of Cookies

The use of cookies on our Website is governed by a robust legal framework that varies depending on the type of cookie and the jurisdiction in which you are located. ICPS College is committed to complying with all applicable laws and regulations, including the General Data Protection Regulation (GDPR), the ePrivacy Directive, and any relevant national legislation. Our approach is based on the principles of transparency, accountability, and user choice.

For strictly necessary cookies, we rely on the legal basis of legitimate interest, as these cookies are essential for the proper functioning of our Website and the delivery of services that you have actively requested. For example, cookies that maintain your login session or remember your security preferences are deployed without requiring explicit consent because they are necessary for the technical operation of our digital services.

For all other categories of cookies, including performance, functional, and targeting cookies, we rely on your explicit consent as the legal basis for processing. When you first visit our Website, you will be presented with a cookie consent banner that allows you to accept all cookies, reject non-essential cookies, or customise your preferences in detail. Your consent is recorded and stored for a period of twelve months, after which we will request your consent again to ensure that your preferences remain current.

You have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. To withdraw your consent or modify your cookie preferences, you can access the cookie settings panel through the link provided in the footer of our Website. Additionally, you have the right to access, rectify, erase, or restrict the processing of your personal data, as well as the right to data portability and the right to object to processing.



Managing Your Cookie Preferences

ICPS College believes that you should have full control over the cookies that are placed on your device. We provide a range of tools and options to help you manage your cookie preferences in a way that suits your individual needs and preferences.

Our Cookie Consent Tool



The primary way to manage cookies on our Website is through our cookie consent management tool. When you first visit our Website, you will see a banner at the bottom of the screen that explains our use of cookies and asks for your consent. You can choose to accept all cookies, reject all non-essential cookies, or customise your preferences by selecting which categories of cookies you wish to allow. You can change your preferences at any time by clicking the “Cookie Settings” link in the footer of any page on our Website.

Browser Settings

In addition to our cookie consent tool, you can also manage cookies through your web browser settings. Most modern browsers allow you to view, delete, and block cookies, either entirely or on a site-by-site basis. The exact procedure varies depending on the browser you are using, but you can typically find these options in the “Settings,” “Preferences,” or “Privacy” sections of your browser. Be aware that blocking all cookies may impair the functionality of our Website and many other sites you visit.

Mobile Devices

For mobile devices, you can manage cookies and similar tracking technologies through your device settings. Both iOS and Android operating



systems provide options to limit ad tracking, reset advertising identifiers, and clear stored data. If you are concerned about being tracked by advertisers across multiple websites, you may also wish to use browser extensions or privacy-focused browsers that block tracking by default.

International Transfers, Children & Policy Updates

International Data Transfers



As part of our use of cookies and third-party services, some of your data may be transferred to and processed in countries outside the European Economic Area (EEA) or your home jurisdiction. ICPS College takes the protection of your personal data seriously and ensures that any international transfers are conducted in accordance with applicable data protection laws and best practices.

When data is transferred to countries that have been deemed by the European Commission to provide an adequate level of data protection, the transfer is conducted under the relevant adequacy decision. For transfers to countries without an adequacy decision, we rely on appropriate safeguards such as Standard Contractual Clauses (SCCs) approved by the European Commission, Binding Corporate Rules (BCRs), or other legally recognised mechanisms.

Children and Cookies

ICPS College recognises that some of our Website visitors may be under the age of consent for data processing in their jurisdiction. We take particular care to ensure that the cookies and tracking technologies used on parts of our Website that are likely to be accessed by minors comply with all applicable laws regarding children's privacy.

Under the GDPR, the age of consent for data processing services is sixteen, although individual EU member states may set a lower age of consent, with the minimum being thirteen. For users below the applicable age of consent,



we require parental or guardian consent before placing non-essential cookies on their device. We do not knowingly use cookies to collect personal data from children for marketing or profiling purposes.

Updates to This Cookie Policy

ICPS College reserves the right to update or modify this Cookie Policy at any time to reflect changes in our practices, the technologies we use, applicable laws, or for other operational, legal, or regulatory reasons. When we make changes to this policy, we will update the “Effective Date” at the top of this document and, where appropriate, notify users through prominent notices on our Website.

Contact & Regulatory Recourse

If you have any questions, concerns, or requests regarding this Cookie Policy or our use of cookies more generally, please consult the institutional contact channels published on our Website. ICPS College is committed to addressing all enquiries promptly and transparently, and we welcome feedback from our community on how we can improve our privacy practices.

When contacting us, please provide as much detail as possible about the nature of your enquiry, including the specific cookies or services you are concerned about, so that we can respond effectively. We aim to respond to all enquiries within thirty days, although complex matters may take longer to resolve.

Right of Recourse to a Supervisory Authority. *You have the right to lodge a complaint with the relevant data protection supervisory authority in your jurisdiction if you believe that our use of cookies or processing of your personal data violates applicable laws. In Ireland, the relevant authority is the Data Protection Commission, which can be contacted through its website at dataprotection.ie. We would, however, appreciate the opportunity to address your concerns directly before you escalate the matter to a regulatory body.*

References

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APPROVED BY

Head of Academic Standards & Accreditations

ICPS College · Dublin, Ireland

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